



State of New Jersey
Department of Environmental Protection
Land Use Regulation Program
PO Box 439
Trenton, NJ 08625-0439
Fax# (609)-777-3656
www.nj.gov/dep/landuse/



Richard J. Codey
Acting Governor

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Commissioner

**COASTAL GENERAL PERMIT APPLICATION FOR DEVELOPMENT
OTHER THAN AT SINGLE FAMILY/DUPLEX PROPERTIES**

CHECKLIST FOR ADMINISTRATIVE COMPLETENESS

(11/15/04)

These are the submission requirements for an administratively complete application package for a **coastal general permit**. Please read each section and check each area after you have fully completed or compiled the information for each applicable requirement. NOTE: Items 1 through 6 shall be submitted for all coastal general permit applications. Visit our website at www.nj.gov/dep/landuse/ for additional help and information.

- ☐ 1. A completed LURP application form;
- ☐ 2. Permit review fee in the form of a check or money order, or governmental voucher in the amount of \$500 for each type of Coastal General Permit - Payable to the Treasurer - State of New Jersey, Environmental Services Fund)
- ☐ 3. Photographs showing the specific location of the proposed development taken from a minimum of four different locations and labeled as to orientation. Submit originals mounted with description and location of each view;
- ☐ 4. County or local road map or an insert from a U.S. Geological Survey topographic quadrangle map showing the general site location of the development;
- ☐ 5. State Plane coordinates for a point at the approximate center of the site. The accuracy of the State plane coordinate shall be within 50 feet of the actual center point of the site. For a shore protection development including beach and dune maintenance or dune creation of one-half mile or less in length, the State plane coordinates shall include the coordinates for the end points of the development. For these projects one-half mile or more in length, the State plane coordinates shall include the coordinates for the end point of the development and the coordinates for points located at 1,000 foot intervals along the entire length of the development. Please use nad 1983. For assistance in determining the State plane coordinates for a site, contact the Department's Geographic Information (GIS) Office at (609) 777-0672.
- ☐ 6. White certified mailing receipts or other written receipts as evidence that **three** complete copies of the application package have been submitted to the clerk of the municipality in which the development is proposed, including a letter requesting that the clerk distribute one copy to the planning board and one to the environmental commission. The third copy shall be maintained by the clerk's office.

NOTE: Applications within the Pinelands Preservation or Protection Area must also contain verification that a complete copy of the application package has been submitted to the Pinelands Commission;

- ☐ 7. White certified mailing receipts or other written receipts as evidence that a copy of (1) the completed LURP application form, (2) the site plan (this plan may be on an 8.5 by 11" sheet of paper provided it generally depicts the proposed development and the site location) and (3) the notice below, have been forwarded to the following parties:
 - a) County Planning Board

- b) Municipal Construction Official
- c) County Environmental Commission
- d) Owners of real property, including easements, in accordance with 1 or 2 below:

1. For **coastal general permits other than the coastal general permit for beach and dune maintenance**, public notice of the application shall be provided to all owners of real property, including easements, surrounding and sharing a property boundary at any point on the perimeter of the proposed development **and a list** certified by the municipality of the owners so notified.

2. For **coastal general permit applications for beach and dune maintenance which involve more than a single family home or duplex**, public notice shall be provided by purchasing a 4-inch wide display advertisement in the official newspaper of the municipality or in a newspaper of general circulation in the municipality if there is no official newspaper(s). Notice shall **also** be provided to all owners of property, including easements, within 200 feet of a proposed dune walkover structure, rather than to all owners of real property, including easement, within 200 feet of the beach and dune maintenance activities. The site plan need not include a full set of plans, but must depict the proposed development in relation to existing site conditions. The plan may be on an 8 1/2 by 11 inch sheet of paper provided it generally depicts the proposed development and the general and site specific location.

3. For additional development proposed on the site of an existing park facility of at least 50 acres in size, the Department may, at its discretion, eliminate, modify or reduce the requirement for individual notice to owners of property including easements, depending on the scope, location and anticipated impacts of the proposed development. For example, an applicant proposing to construct tennis courts located on one side of a 200 acre park facility would be required to notice only those property owners within the vicinity of the proposed tennis court. If the applicant feels reduced notice for proposed development is warranted, the applicant shall contact the regional section chief at (609) 292-0060.

The public notice required in item 7 above shall read as follows:

*"This letter is to provide you with legal notification that an application will be submitted to the New Jersey Department of Environmental Protection, Land Use Regulation Program for authorization under a coastal general permit for **(DESCRIBE THE PROPOSED DEVELOPMENT)**.*

The complete permit application package can be reviewed at either the municipal clerk's office or by appointment at the Department's Trenton office. The Department of Environmental Protection welcomes comments and any information that you may provide concerning the proposed development and site. Please submit your written comments within 15 days of receiving this letter. Your comments should be sent along with a copy of this letter to:

*New Jersey Department of Environmental Protection
Land Use Regulation Program
PO Box 439
501 East State Street
Trenton, New Jersey 08625-0439
Attn: "(Municipality in which the property is located) Section Chief"*

- ☐ 8. A copy of the public notice, which was mailed to those parties, listed in item 7 above.
- ☐ 9. The additional information as outlined below and on the following pages for your specific general permit(s).

(a) Coastal general permit for amusement pier expansion

1. Three copies of a site plan(s), signed and sealed by a Professional Engineer or Land Surveyor, showing the following (Note: Plans for activities proposed on public park lands may be prepared, signed and sealed by a State Certified Landscape Architect):
 - i. The amusement pier as it existed on July 19, 1993, as it exists at the time of the application, and as it will appear with the proposed expansion;
 - ii. Existing and proposed direct public access points from the boardwalk to the beach;
 - iii. The proposed public seating and viewing area at the terminal end of the expansion; and
 - iv. Location of the mean high water line of the Atlantic Ocean at or in proximity to the site; and
2. A Compliance Statement prepared in accordance with N.J.A.C. 7:7-6, demonstrating how the proposed expansion complies with the criteria of the coastal general permit listed in the Coastal Permit Program rules, N.J.A.C. 7:7-7.5, including supplemental documents as appropriate, such as maps or surveys.

(b) Coastal general permit for beach and dune maintenance activities

1. A plan, signed and sealed by a Professional Engineer or Land Surveyor, showing the specific location of all proposed beach and dune maintenance activities (Note: Plans for activities proposed on public park lands may be prepared, signed and sealed by a State Certified Landscape Architect);
2. The name, title, address and phone number of the person(s) responsible for supervising the proposed activities to ensure compliance with N.J.A.C. 7:7E- 3A.2 3A.3 and 3A.4; and
3. The schedule for conducting the specific beach and dune maintenance activities.

(c) Coastal general permit voluntary reconstruction of certain residential or commercial development

1. Three copies of a site plan(s), signed and sealed by a Professional Engineer or Land Surveyor, clearly depicting the locations and dimensions of all existing and proposed structures, existing site conditions (including all Special Areas as defined at N.J.A.C. 7:7E-3), and all proposed filling, grading, excavation and clearing (Note: Plans for activities proposed on public park lands may be prepared, signed and sealed by a State Certified Landscape Architect);
2. In the case of residential reconstruction, documentation that there will be no increase in the number of dwelling units; and
3. In the case of commercial reconstruction, documentation that there will be no increase in the number of parking spaces or equivalent parking area associated with the proposed reconstruction.

(d) Coastal general permit construction of a bulkhead and associated fill on a lot located on a substantially developed manmade lagoon

1. Three copies of a site plan(s), signed and sealed by a Professional Engineer or Land Surveyor, showing the following (Note: Plans for activities proposed on public park lands may be prepared, signed and sealed by a State Certified Landscape Architect):
 - i. The mean and spring high water lines of the tidal waters at the site;
 - ii. Existing features at the site, including structures and the upper and lower limits of wetlands and beach areas;
 - iii. Bulkheads or other retaining structures on adjacent properties;
 - iv. All proposed structures including deadmen, tie backs, and returns; and
2. A Compliance Statement prepared in accordance with N.J.A.C. 7:7-6, demonstrating how the proposed development complies with the criteria of the coastal general permit listed in the Coastal Permit Program Rules at N.J.A.C. 7:7-7.10, including supplemental documents as appropriate, such as maps and surveys.

(e) Coastal general permit for construction of marina support facilities at legally existing and operating commercial marinas

1. Three copies of a site plan(s), signed and sealed by a Professional Engineer or Land Surveyor, showing the following (Note: Plans for activities proposed on public park lands may be prepared, signed and sealed by a State Certified Landscape Architect):
 - i. The mean high, mean low and spring high water lines of the tidal waters at the site;
 - ii. Existing features at the site including topography, structures, utilities, beach areas and dune areas;
 - iii. The upper and lower limits of wetlands within 150 feet of the proposed limit of disturbance;
 - iv. The proposed development including all limits of disturbance, structures and building heights, grading, and existing and proposed clearing areas;
 - v. The location of all existing and proposed public access areas; and
 - vi. Where sewers are to be used, the location of the existing sewer line abutting the site;
2. A Compliance Statement prepared in accordance with N.J.A.C. 7:7-6, demonstrating how the proposed development complies with the criteria of the coastal general permit listed in the Coastal Permit Program Rules at N.J.A.C. 7:7-7.13, including supplemental documentation as appropriate, such as maps and surveys; and
3. A copy of any previous coastal permits for the site.

(f) Coastal general permit for reconstruction of a legally existing bulkhead waterward of the mean high water line

1. Three copies of a site plan(s), signed and sealed by a Professional Engineer or Land Surveyor, showing the following (Note: Plans for activities proposed on public park lands may be prepared, signed and sealed by a State Certified Landscape Architect):

- i. The mean and spring high water lines of the tidal waters at the site;
 - ii. Existing features at the site including, all waterfront structures, existing bulkhead, and the upper and lower limits of wetlands, beach areas and dune areas;
 - iii. Bulkheads or other retaining structures on adjacent properties;
 - iv. Proposed new bulkhead including returns and tie backs and splash pad if located within the V-zone; and
 - v. Location of all existing and proposed public access areas; and
2. A Compliance Statement prepared in accordance with N.J.A.C. 7:7-6, demonstrating how the proposed development complies with the criteria of the coastal general permit listed in the Coastal Permit Program Rules at N.J.A.C. 7:7-7.14, including supplemental documents as appropriate, such as maps and surveys.

(g) Coastal general permit for hazardous waste clean up

1. Three copies of a site plan(s), and sealed by a Professional Engineer or Land Surveyor, showing the following (Note: Plans for activities proposed on public park lands may be prepared, signed and sealed by a State Certified Landscape Architect):
 - i. The mean and spring high water lines of the tidal waters at the site;
 - ii. The limits of all Special Areas as defined in the Coastal Zone Management rules (N.J.A.C. 7:7E-3) within 150 feet of the proposed limits of disturbance on site and at the material disposal site;
 - iii. The proposed limits of disturbance and method of investigation, clean up, removal or remediation; and
 - iv. The restoration plan;
2. A Compliance Statement prepared in accordance with N.J.A.C. 7:7-6, demonstrating how the proposed development complies with the criteria of the coastal general permit listed in the Coastal Permit Program Rules at N.J.A.C. 7:7-7.15, including supplemental documentation as appropriate, such as maps and surveys;
3. Photographs of the site prior to the remediation; and
4. The Department's case control number.

(h) Coastal general permit for landfall of utilities in tidal waterbodies

1. Three copies of a site plan(s), signed and sealed by a Professional Engineer or Land Surveyor, showing the following (Note: Plans for activities proposed on public park lands may be prepared, signed and sealed by a State Certified Landscape Architect):
 - i. The mean and spring high water lines of the tidal waters at the site;
 - ii. The upper and lower limits of wetlands, beach areas, coastal bluffs, endangered or threatened wildlife or vegetation species habitats and dune areas within 150 feet of the proposed limit of disturbance;

- iii. The proposed limit(s) of disturbance;
 - iv. The restoration plan;
 - v. The location of the existing and proposed utility; and
 - vi. The location and type of soil erosion and sediment control measures to be used during construction; and
2. A Compliance Statement prepared in accordance with N.J.A.C. 7:7-6, demonstrating how the proposed development complies with the criteria of the coastal general permit listed in the Coastal Permit Program Rules at N.J.A.C. 7:7-7.16, including supplemental documentation as appropriate, such as maps and surveys.

(i) Coastal general permit construction of recreational facilities at public parks

1. Three copies of a site plan(s), signed and sealed by a Professional Engineer or Land Surveyor, or by a State Certified Landscape Architect showing the following:
 - i. The mean and spring high water lines of the tidal waters at the site;
 - ii. The proposed development including all limits of disturbance, structures, grading and clearing; and
 - iii. Within 150 feet of the proposed limit(s) of disturbance, the upper and lower limits of wetlands, beach areas and endangered or threatened wildlife or vegetation species habitats and dune areas; and
2. A Compliance Statement prepared in accordance with N.J.A.C. 7:7-6, demonstrating how the proposed development complies with the criteria of the coastal general permit listed in the Coastal Permit Program Rules at N.J.A.C. 7:7-7.17, including supplemental documents as appropriate, such as maps or surveys.

(j) Coastal general permit for construction of piers, docks, pilings, and boatlifts in man-made lagoons

1. Three copies of a site plan(s), signed and sealed by a Professional Engineer or Land Surveyor, showing the following (Note: Plans for activities proposed on public park lands may be prepared, signed and sealed by a State Certified Landscape Architect);
 - i. The mean high and mean low water lines of the tidal waters at the site;
 - ii. The upper and lower limits of wetlands at the site;
 - iii. Existing structures including all waterfront structures (docks, pilings and bulkheads) on the project site and adjacent waterfront properties;
 - iv. The opposite side of the lagoon; and
 - v. The proposed structures and boat mooring area; and
2. A Compliance Statement prepared in accordance with N.J.A.C. 7:7-6, demonstrating how the proposed development complies with the coastal general permit criteria listed in the Coastal Permit Program Rules at N.J.A.C. 7:7-7.19, including supplemental documents as appropriate, such as maps and surveys.

(k) Coastal general permit for maintenance dredging of no greater than 100 cubic yards in a man-made lagoon

1. Three copies of a site plan(s), signed and sealed by a Professional Engineer or Land Surveyor, showing the following (Note: Plans for activities proposed on public park lands may be prepared, signed and sealed by a State Certified Landscape Architect):
 - i. Mean high and mean low water lines of the tidal waters at the site;
 - ii. The upper and lower limits of wetlands on site and on adjacent lagoonfront properties;
 - iii. The existing and proposed water depths in the area to be dredged;
 - iv. Proposed cross sections of the area to be dredged;
 - v. The location (municipal block and lot numbers, site location map and two photographs) of dredged material disposal site;
 - vi. The method of dredging; and
 - vii. The method of stabilization of dredged material;
2. A Compliance Statement prepared in accordance with N.J.A.C. 7:7-6, demonstrating how the proposed development complies with the criteria of the general permit listed in the Coastal Permit Program Rules at N.J.A.C. 7:7-7.20, including supplemental documents as appropriate, such as maps and surveys.

(l) Coastal general permit for stabilization of eroded shorelines

1. Three copies of a site(s) plan, signed and sealed by a Professional Engineer or Land Surveyor, showing the following (Note: Plans for activities proposed on public park lands may be prepared, signed and sealed by a State Certified Landscape Architect):
 - i. Mean high, mean low and spring high water lines of the tidal waters at the site;
 - ii. Existing waterfront structures at the site and on adjacent waterfront sites;
 - iii. The upper and lower limits of wetlands, beach areas, and dune areas at the site and on adjacent waterfront properties;
 - iv. The location and cross section of the proposed stabilization materials in relationship to mean high and mean low water;
 - v. On public lands, the location of the existing and proposed public access to the waterfront; and
2. A Compliance Statement prepared in accordance with N.J.A.C. 7:7-6, demonstrating how the proposed development complies with the criteria of the coastal general permit in the Coastal Permit Program rules at 7:7-7.21, including supplemental documents as appropriate, such as maps and surveys.

(m) Coastal general permit for avian nesting structures

1. Three copies of a site plan(s), signed and sealed by a Professional Engineer or Land Surveyor, showing the following (Note: Plans for activities proposed on public park lands may be prepared, signed and sealed by a State Certified Landscape Architect):
 - i. The location of the proposed nesting structure;
 - ii. Mean high water line of the tidal waters at the site;
 - iii. Existing features at the site including structures, and all Special Areas as defined at N.J.A.C. 7:7E-3, including the upper and lower limits of wetlands, beach areas, and dune areas; and
 - iv. Details of the proposed nesting structure.

(n) Coastal general permit for modifications to existing electrical substations

1. Three copies of a site plan(s), signed and sealed by a Professional Engineer or Land Surveyor, showing (Note: Plans for activities proposed on public park lands may be prepared, signed and sealed by a State Certified Landscape Architect):
 - i. Existing fence, existing limits of clearing, existing and proposed structures;
 - ii. The upper and lower limits of any wetlands within 150 feet of the fenced area; and
2. A Compliance Statement prepared in accordance with N.J.A.C. 7:7-6, demonstrating how the proposed development complies with the criteria of the coastal general permit in the Coastal Permit Program rules at 7:7-7.23, including supplemental documents as appropriate, such as maps and surveys.

(o) Coastal general permit for the legalization of the filling of tidelands

1. Three copies of a site plan(s), signed and sealed by a Professional Engineer or Land Surveyor, showing the following (Note: Plans for activities proposed on public park lands may be prepared, signed and sealed by a State Certified Landscape Architect):
 - i. The location of the tidelands claim line as shown on the applicable Tidelands Map adopted by the Tidelands Resource Council (base map photography dated 1977/78) and current mean high water line at or adjacent to the site; and
 - ii. The location of all existing and proposed public access areas;
2. Proof that a tidelands instrument has been obtained for all filled tidelands areas or evidence that an application for a tidelands instrument has been submitted to the Bureau of Tidelands Management. This coastal general permit authorization shall not be valid until the permittee has received a Tidelands instrument.
3. A Compliance Statement prepared in accordance with N.J.A.C. 7:7-6, demonstrating how the site complies with the Public Access to the Waterfront rule, N.J.A.C. 7:7E-8.11.

(p) Coastal general permit for the construction of telecommunication towers

1. Three copies of a site plan(s), signed and sealed by a Professional Engineer or Land Surveyor, showing the following (Note: Plans for activities proposed on public park lands may be prepared, signed and sealed by a State Certified Landscape Architect):
 - i. The proposed development including all limits of disturbance, structures, grading and clearing;
 - ii. All existing features at the site including the mean high and spring high water lines, and the upper limits of beaches and dunes; and
 - iii. The upper limits of wetlands and coastal bluffs on and adjacent to the site; and
2. A Compliance Statement prepared in accordance with N.J.A.C. 7:7-6, demonstrating how the proposed development complies with the criteria of the coastal general permit in the Coastal Permit Program rules at N.J.A.C. 7:7-7.25, including supplemental documents as appropriate, such as maps and surveys.

(q) Coastal general permit for the construction of certain structures related to the tourism industry at hotels and motels, commercial developments and multi-family residential developments over 75 units

1. Three copies of a site plan(s), signed and sealed by a Professional Engineer or Land Surveyor, showing the following (Note: Plans for activities proposed on public park lands may be prepared, signed and sealed by a State Certified Landscape Architect):
 - i. The mean high water line of the tidal waters at the site;
 - ii. The location and type of all proposed structures; and
 - iii. The upper limits of wetlands and beach and dune areas, and endangered and threatened wildlife or vegetation species habitats; and
2. A Compliance Statement prepared in accordance with N.J.A.C. 7:7-6, demonstrating how the proposed development complies with the criteria of the coastal general permit in the Coastal Permit Program rules at N.J.A.C. 7:7-7.26, including supplemental documents as appropriate such as maps and surveys.

Applications shall be submitted to:

New Jersey Department of Environmental Protection
Land Use Regulation Program
PO Box 439
501 East State Street
Trenton, New Jersey 08625-0439
Attn: Application Support